

17
APPLICATION FOR RECORDS RETENTION SCHEDULEOFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		1. Agency Address	FOR RECORDS MANAGEMENT USE	
Application Date 11/5/85		State Law Department 132 State Judicial Building 40 Capitol Square Atlanta, GA 30334	Application Number 81-414-A	
Application Number			Date Received NOV 6 1985	Date Completed SEP 5 1986
2. Person to Contact Donna L. Strickland		Working Title Records Management Officer	Telephone Number 656-3347	
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <u>81-414-A</u> Check One: <input type="checkbox"/> Change; <input checked="" type="checkbox"/> Supersede; <input type="checkbox"/> Void				
4. Dates of Series Earliest Latest 1978 Current		5. Records Series Title (followed by title used in office, if different) Law Department Correspondence Files (Agency Common Schedule)		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The State Law Department furnishes legal services to assigned State Departments, Agencies, Boards, and Commissions and the officers, employees and members thereof.				
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: furnishing legal services to assigned State Departments, Agencies, Boards, Bureaus, and Commissions, and to the officers, employees, and members thereof. Included are: Correspondence directed to clients involving various routine legal matters, including representing clients in minor, short-term matters that do not result in major litigation; referring routine inquiries from the general public to the appropriate State agencies; serving as collections agent (when such work is not contracted out); reviewing contracts and bonds (excluding general obligations bonds); conducting "small-scale" investigations; reviewing and preparing proposed legislation; providing advice, not appropriate for issuance as opinions; reviewing licenses and permits; reviewing and preparing rules and regulations; and maintaining information forwarded by agencies taking actions that may develop into litigation, but does not. <u>Not included</u> are files of the Real Property Division. File is arranged: by activity code (see attached listing); thereunder by date completed.				
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>20</u> ; Seven to twelve months old <u>10</u> ; Thirteen to twenty-four months old <u>8</u> ; twenty-five months and older <u>4</u> ?				
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>20 boxes yr.</u>				

X	a. Is this the official copy of the series? If not, where is it? With the appropriate agency, etc.
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Attorney-Client Privilege, §§ 24-9-21 & 24-9-24
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 5 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Office reference requirements

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 4 _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Letters and Memos of Advice (Activity Code "JA"): Cut off files at end of each calendar year; hold in current files area 1 year; then transfer to State Records Center; hold 9 years; then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
	11/5/85	Edward L. Stinson	11-5-85
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	8.24.81
		Secretary of State/Designee	8/21/86
		Attorney General/Designee	9/5/86

4657-39
17
APPLICATION FOR RECORDS RETENTION SCHEDULEOFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 3/21/83	1. Agency Address State Law Dept. - Criminal Div. 132 State Judicial Bldg. 40 Capitol Square Atlanta, GA 30334	Application Number 81-414-A	Date Received APR 21 1983
Application Number		Date Completed JUN 7 1983	
2. Person to Contact William B. Hill, Jr., Assistant Attorney General		Working Title Telephone Number 656-3359	
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 81-414 Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1978 Latest Current		5. Records Series Title (followed by title used in office, if different) Criminal Division Correspondence Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Criminal Division represents the State in appeals to the Supreme Court of Georgia, 11th Circuit Court of Appeals, Federal District Courts, United States Supreme Court of convictions of capital felonies and defends habeas corpus actions brought by inmates of State penal institutions. Included are correspondence, memos, extradition papers, mandamus, studies, reports, investigations. Files are arranged alphabetically by name of person who is subject of correspondence.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Included are: Correspondence, memos, extradition papers, mandamus, studies, reports, investigations. File is arranged: Alphabetically by name of person who is subject of correspondence.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old 20; Seven to twelve months old 10; Thirteen to twenty-four months old 8; twenty-five months and older 4?			
9. Annual Rate of Accumulation of Records Letter-size drawers; Legal-size drawers; Shelves; Other (specify) 18 boxes yr.			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
	X	a. Is this the official copy of the series? If not, where is it? With the appropriate court.
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Attorney-Client Privilege, §§ 24-9-21 & 24-9-24
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 10 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Office reference requirements

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

When case is closed, place in inactive file; cut off inactive file at end of each calendar year; then

☒ Hold in the current files area _____ month(s) _____ year(s); then

☐ Transfer to local holding area; hold _____ year(s); then

☒ Transfer to State Records Center; hold _____ year(s); then

☒ Destroy.

☐ Transfer to State Archives for permanent retention.

☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>William B. Kelly</i>	3-25-83	<i>Donna Strickland</i>	3-21-83
		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	6-6-83
		Secretary of State/Designee	6/2/83
		Attorney General/Designee	6-4-83



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date May 26, 1981	1. Agency Address State Law Dept. - Criminal Div. 132 State Judicial Bldg. 40 Capitol Square, S. W. Atlanta, GA 30334	Application Number 81-414	Date Received SEP 24 1981
Application Number 81-1		Date Completed NOV 10 1981	
2. Person to Contact Cheryl J. Mitchell		Working Title Division Head Secretary	Telephone Number 656-3354
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1978	5. Records Series Title (followed by title used in office; if different) CRIMINAL DIVISION CORRESPONDENCE FILES		
Latest current			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Criminal Division represents a number of State officers, departments, and agencies having official responsibilities in the criminal justice area. These include the Department of Offender Rehabilitation, the State Board of Pardons and Paroles, Georgia Bureau of Investigation, Commissioner of Securities, and the Department of Public Safety. Major responsibilities in this area of representation include the preparation of the State's position in capital felony appeals, the defense of collateral attacks on criminal convictions where the prisoner involved is in the custody of a State-employed warden, and the defense of civil liability suits brought under 42 U.S.C. § 1983 against State criminal justice officials. In this capacity, the Division has and continues to represent the State of Georgia in historically significant cases before the Supreme Court of the United States. The Division cooperates with other State and local officials having independent responsibilities in the enforcement and administration of the criminal justice system.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Correspondence with other agencies and individuals which is not included in the case files. Included are: Letters and memos relating to investigations, extraditions, mandamus studies, reports, etc.			
File is arranged: Alphabetical by name of person who is subject of correspondence.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old 20; Seven to twelve months old 10; Thirteen to twenty-four months old 8; twenty-five months and older 4?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) 18 boxes per yr.			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
XX		a. Is this the official copy of the series? If not, where is it?
XX		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. <u>Atty-client privileged information</u>
X		c. Is this a vital record?
X		d. Does this series have historical or long term research value?
X		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>7</u> years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need. Case files are kept seven years. The correspondence files contain documents needed in conjunction with some case files.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) three year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☒ Transfer to State Records Center; hold four year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	<u>9-22-81</u>	<i>[Signature]</i>	<u>9-22-81</u>
State Records Committee (Signature) _____ Date _____			
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee	<i>[Signature]</i>	<u>10-19-81</u>
	Secretary of State/Designee	<i>Carroll Hart</i>	<u>10-19-81</u>
	Attorney General/Designee	<i>[Signature]</i>	